

SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for November 20, 2021 - Regular Meeting, 6:00 PM

This meeting was rescheduled from November 16, 2021 because of the power outage.

MEETING PLACE

Scatchet Head Community Club Building, 3742 Driftwood Drive, Clinton, WA
and, online through Zoom

IN ATTENDANCE:

Commissioner Collar
Commissioner Lipoti
Commissioner Mullins

ABSENT:

None

ALSO PRESENT:

None

COMMUNITY MEMBERS IN ATTENDANCE:

None

The meeting was called to order at 6:03 PM by Commissioner Mullins. Commissioner Lipoti opened the meeting with recital of the Land Acknowledgement.

Commissioner Mullins motioned that the meeting minutes from the October 19, 2021 commissioners meeting be approved. Commissioner Collar seconded the motion. Commissioner Lipoti asked that Melanie Mankamyer's name be corrected. (*Motion carried, unanimously approved and passed.*)

Audience Participation

None.

Financial Report

The vouchers for the month were reviewed. Commissioner Mullins moved that vouchers 1-11 for \$6,619.30 and the EFT for \$641.92 be approved for a total of \$7,261.22. Commissioner Collar seconded the motion. (*Motion carried, unanimously approved and passed.*)

Financial reports were reviewed. Of note is the increase in accounts that are less than 90 days past due. Commissioners want to be sure that customers are aware that late fees will be assessed going forward, and late notices mailed to past due customers.

Manager/Operations Report

The Commissioners reviewed the Monthly Operations Report. The Commissioners were pleased to note that the Sanitary Inspection had no issues and that the District was
Meeting minutes

Scatchet Head Water District

complimented.

The Commissioners were dismayed to note that 2 out of 2 samples taken to test for disinfection byproducts exceeded the MCL. The Commissioners would like an explanation for what could have contributed to the exceedances and a plan for what can be done to avoid this in the future. Commissioners also asked to be given a summary of areas of concern with their packet in the future so that they can be sure that the operator has reviewed the lab results and has put in place a plan to fix problems immediately.

The Commissioners were concerned that the emergency generator failed to start when the power was lost on 11/16/2021. What can be done to prevent this kind of failure from occurring in the future?

The Commissioners read the report of the booster pump repairman who said that there was nothing wrong with the booster pumps, but that the pressure switches were corroded and failing. They would like to get new pressure switches ordered as quickly as possible due to the supply chain issues.

Old Business/Pending

Action Items: See attached list

The meter reading seems to be much more efficient with the new tablet.

The flushing schedule needs to be addressed before the December meeting because flushing is scheduled for December 9, 2021. Commissioners have asked that the flushing be conducted in "zones" so that people can start using their water when the flushing has passed their area.

Engineering Report

Commissioner Mullins signed the contract with our attorney to request review of the formal contract with Wilson Engineering. If approved by the attorney, Dave will sign the contract.

New Business


The zoom account and the web site domain name account have both been switched from former Commissioner Carr's credit card to Commissioner Mullins credit card. These vendors require a credit card payment and will not accept the county payment system. Commissioner Mullins will be reimbursed for these expenses.

Commissioner Mullins motioned to close the meeting at 6:32 PM. Commissioner Collar seconded the motion. *(Motion carried, unanimously approved and passed).*

Commissioner Mullins, President



Commissioner Collar – V.P.



Jil Lipoti -Secretary

Meeting minutes

Scatchet Head Water District meeting November 20, 2021

Action Items

1. Sandra – Continue to monitor % water loss. 12-15% in September, but the goal is 10%. Next meter reading is November.
2. Sandra – check with the reservoir cleaning people in Utah about a cost to fix the water level indicator on the Guemes Reservoir. No one will do it. Sandra will continue to follow up.
3. Sandra – to place a follow-up call about the letter that Jill wrote to Island County roads department regarding culvert replacement next to the well building.
4. Sandra –The tablet is great, but the order in which the meters are listed is a problem. They need to be in walk order. They are currently in billing order. King will straighten out the order during the next few months and do one more meter reading to make sure everything is in working order. Then SHWD’s new meter reader will take over, and perhaps another reader will also be hired.
5. Sandra – Ordered 1 additional booster pump to be installed this year using our short term asset fund. Expect to receive Nov/Dec timeframe.
6. New Item – Sandra - When the repairman came to check the booster pumps, he recommended that the pressure switches be replaced because they were corroded. How much do pressure switches cost and can they be ordered immediately?
7. New Item An email was sent by Brenda saying that the Emergency Generator did not turn on when the power went out. What is the status of the repair? Is the generator tested on a regular basis? Preventive maintenance was performed on the generator recently. What was the cause of the generator failure?
8. **** This issue must be addressed before December meeting! Sandra - Revisit flushing checklist to ensure that valves are properly aligned before leaving the premises. Also have the King Water technicians notify Brenda when flushing is over so people can use their water. Consider whether it is possible to have flushing “zones” so that higher elevation is flushed first and can use their water after the flushing moves on to the lower elevation areas.
9. PFAS testing – awaiting the test kits to take the samples.
10. New Item – Sandra - The Commissioners were dismayed to note that 2 out of 2 samples taken to test for disinfection byproducts exceeded the MCL. The Commissioners would like an explanation for what could have contributed to the exceedances and a plan for what can be done to avoid this in the future. Commissioners also asked to be given a summary of areas of concern with their packet in the future so that they can be sure that the operator has reviewed the lab results and has put in place a plan to fix problems immediately.
11. New Item – Sandra/Brenda – In reviewing the accounts receivable, there is an increase in the number of accounts that are less than 90 days past due. Have notices gone out and are late fees being assessed?

Scatchett Head WD

Monthly Operations -

October

2021

Water pumped:

	Cu. Ft. Start	Cu. Ft. End	Cu. Ft. Month	Gals. Month
Well # 2	4,928,370	5,126,000	197,630	1,478,272
Well # 3	7,382,810	7,382,810	0	0
Total			197,630	1,478,272

Treatment Meter:

	58,499,800	58,711,900	212,100	1,586,508
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Difference			-14,470	-108,236
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Backwash	5,037,400	5,060,400	23,000	
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Backwash %			11.6%	
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Cottage Glen reservoir

	Cu. Ft.	Cu. Ft.	Cu. Ft.	Gallons
Inlet meter (Cu. Ft.)	6,757,600	6,821,590	63,990	478,645
Outlet meter (Cu. Ft.)	275,482	338,743	63,261	473,192

Difference				5,453
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Booster Pumps:

#1	9,816	9,816	0
#2	9,472	9,548	76
#3	11,909	11,910	1
#4	9,426	9,505	79
			156

Booster gals/hr.

<u>Flushing</u>	Cu Ft	Gallons
2019		
March - full system flush		100,000
2020		
February - spot flushing		50,000
March - full system flush		100,000
June - full system flush		200,000
Sept - full system flush		100,000
Dec - full system flush		200,000
2021		
March - full system flush		100,000
June - full system flush		100,645
Sept - full system flush		100,000